

Student Laptop Care

1. GENERAL GUIDELINES

- **Handle with Care:** Always carry your laptop with both hands and avoid placing heavy objects on it.
- **Clean Regularly:** Use a soft, dry cloth to clean the screen and keyboard. Avoid using harsh chemicals.
- **Keep it Cool:** Ensure proper ventilation by not blocking the vents. Avoid using the laptop on soft surfaces like beds or couches.

2. BATTERY CARE

- **Charge Properly:** Plug in your laptop before the battery is completely drained. Avoid overcharging by unplugging once fully charged.
- **Battery Life:** Dim the screen brightness and close unnecessary applications to extend battery life.

3. SOFTWARE MAINTENANCE

- **Update Regularly:** Keep your operating system and software up to date to ensure security and performance.
- **Basic Fixes:** Learn basic troubleshooting steps like restarting the laptop, checking connections, and updating.
- **Seek Help:** If you encounter persistent issues, seek help from a teacher or IT professional.

4. SAFE USAGE

- **Avoid Food and Drinks:** Keep food and drinks away from your laptop to prevent spills and crumbs.
- **Secure Your Laptop:** Use a strong password and enable encryption to protect your data.

5. STORAGE AND TRANSPORT

- **Use a Case:** Always use a padded laptop case or sleeve when transporting your laptop.
- **Safe Storage:** Store your laptop in a cool, dry place when not in use.

